

Muskoka Lakes Township Public Library  
LIBRARY BOARD POLICY

Policy Type: Governance – By-Laws	Policy Number: GOVBL-02
Policy Title: Meetings of the Board	Policy Approval Date: 06/14/22
Chairperson: V. Duke	Policy Review Date: 10/24

**Intent:**

The Muskoka Lakes Public Library Board (herein after referred to as the Board) will meet regularly to ensure the proper governance of the Library and to conduct the business of the Board. The Board meeting is the major opportunity for the Board to make decisions, solve problems, educate Board members, and plan for the future. The Board values a diversity of opinions and strives to set an environment conducive to exploring ideas.

**Regulations:**

This policy sets the procedures to follow for meetings and ensures compliance with the **Public Libraries Act** (herein after referred to as the Act) and any policies or by-laws adopted by the Board. The Board 'as a whole' and not 'individual members' has the authority to act.

**Procedures:****Section 1: Types of Meetings****First Meeting of the New Term**

1. The first meeting in each new term will be called by the Chief Executive Officer (CEO) of the Library.
2. This meeting will be held as soon as possible after the CEO receives the confirmation of Board member appointments from the Township Clerk.
3. At this meeting, the CEO will oversee the elections of the officers, beginning with the position of Chairperson, followed by the position of Vice Chairperson and any other positions, as required.
4. At the start of the term, the Board members will set and agree upon ground rules to guide their deliberations.

**Regular Meetings**

1. Board meetings will be open to the public except for Closed Meetings.
2. Regular meetings of the Board shall be held at least 7 times a year, and at such other times as considered necessary.

**Remote Attendance at Meetings**

1. Board members may attend meetings (open and closed) remotely via teleconference or internet video conferencing.
2. Board Members participating in a meeting by such means are recorded as "participating remotely". If a Board Member who is participating remotely is disconnected from the



meeting, the time at which the disconnection occurred shall be noted in the meeting minutes.

3. Remote attendance must be conducted in such a way that all members participating can hear each other and that the public can also hear the deliberations; The voice of the caller and the method of attendance shall be identified by the Chairperson.
4. A Board Member requesting to attend a meeting remotely must give the Secretary a minimum of twenty-four hours' notice before the commencement of the meeting.
5. The Vice-Chairperson will chair the in person meeting if the Chairperson attends the meeting remotely.

### **Special Meetings**

1. The Chairperson or any two members of the Board may request a special meeting.
2. Each Board member will be given reasonable notice specifying the purpose of the meeting.
3. The specified purpose will be the only business transacted at the meeting.

### **Closed Meetings**

1. A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
  - a) the security of the property of the Board
  - b) personal matters about an identifiable individual
  - c) a proposed or pending acquisition or disposition of land by the Board
  - d) labour relations or employee negotiations
  - e) litigation or potential litigation affecting the Board, including matters before administrative tribunals
  - f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
  - g) a matter in respect of which a Board or committee of a Board may hold a closed meeting under another Act
2. A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M56, if the Board or committee of the Board is the head of an institution for the purposes of that Act.
3. Before holding a meeting or part of a meeting that is to be closed to the public, a Board member shall state by resolution:
  - a) the fact that a closed meeting is being held
  - b) the general nature of the matter to be considered at the closed meeting

## **Section 2: Order of Proceedings**

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order will govern the proceedings of the Board in cases where there are no bylaws of the Board in place.

### **Call to Order**

1. Meetings shall be called to order by the Chairperson at the time fixed for the meeting.
2. In the absence of the Chairperson, the Vice-Chairperson will assume the role of Chairperson and preside over the meeting.

### **Quorum**

1. The presence of a majority of the Board participating either in person and/or remotely forms a quorum and is necessary for the transaction of business.
2. When a quorum is not present within fifteen minutes of the time fixed for a meeting, the Secretary shall record the names of the Board members present and the meeting shall stand adjourned until the next meeting.
4. When no quorum is present, members in attendance may deal with such agenda items as they see fit. Decisions arrived at are not executed until ratified by resolution at a regular meeting of the Board.
5. If the Secretary receives notification within 24 hours of the scheduled meeting that a majority of the Board will be absent, the Secretary will notify all members of the Board that the meeting is cancelled.

### **Attendance at Meetings**

In accordance with the Act, should a member be absent for three (3) consecutive meetings, the Board, shall:

- a) consider the member disqualified from the Board and notify Township Council that the seat is vacant, or
- b) consider circumstances of the absence and pass a resolution authorizing the person to continue as a Board member.

### **Agenda**

1. The agenda focuses the discussion to make good use of the Board's time.
2. Meetings of the Board do not re-do the work of the staff or of the committees.
3. The order of business for all regular meetings of the Board shall be as follows:
  - 1) Call to order
  - 2) Respect and Acknowledgment Declaration
  - 3) Adoption of Agenda
  - 4) Disclosure of Interest
  - 5) Receipt/Adoption of Minutes
  - 6) Business arising from the minutes
  - 7) Reports
  - 8) Financial
  - 9) Administrative Issues
  - 10) Policy Development and Review
  - 11) New and Unfinished Business
  - 12) Closed Session
  - 13) Adjournment

## Voting

1. All resolutions at Board meetings, except those approving or amending the bylaws, are decided by a majority of votes cast.
2. A motion to add, amend or remove a bylaw will require a majority vote of at least two thirds of the members
3. The Chairperson or acting Chairperson of the Board may vote with the other members of the Board.
4. Any resolution on which there is an equal number of votes shall be deemed to be negative.

## Minutes

1. Once approved, minutes of meetings are the official record of decisions.
2. Minutes are approved at the next meeting of the Board and signed and dated by the Chairperson.
3. A copy is sent to the Township Clerk.
4. Minutes are public documents and are made available to the public.
5. Minutes of Closed Meetings are confidential and kept separately.

## Section 3: Chairing the Meeting

The Chairperson is in a leadership role assisting the Board to work as a team and to deal with Board business expeditiously.

It is the duty of the Chairperson of the Board to:

- a) instruct the Board on the rules of order
- b) open Board meetings by calling the members to order
- c) read the Declaration of Acknowledgement and Respect (GF-05) at the beginning of the meeting
- d) announce the business before the Board in the order in which it is to be acted upon
- e) receive and submit, in the proper manner, all resolutions presented by the members of the Board
- f) put to a vote all resolutions moved and seconded in the course of proceedings, and announce the results
- g) decline to put to a vote resolutions which infringe upon the rules of procedure
- h) assist members, when engaged in debate, to act within the rules of order
- i) exclude any person from a meeting for improper conduct
- j) enforce the observance of order and decorum among the members
- k) authenticate, by signing and dating, all policies, bylaws, resolutions and minutes of the Board
- l) represent and support the Board, declaring its will and implicitly following its decisions
- m) receive all messages and communications on behalf of, and announce them to the Board
- n) ensure that Board decisions conform to the laws and bylaws governing the Board's activities.

## Related Documents:

- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M56
- Public Libraries Act, R.S.O. 1990
- Robert's Rules of Order (Revised)
- MLPLGOVBL-03 Composition of the Board and Terms of Reference for Officers
- MLPLGF-05 Declaration of Acknowledgment and Respect

